



LANCASTER COUNTY CONSERVATION DISTRICT MONTHLY BOARD MEETING AGENDA

Wednesday, January 3, 2024

Lancaster Farm & Home Center

Zoom Info: <https://zoom.us/j/91731607863>

Business Meeting 7:30 PM

Timer

	<u>Page #</u>
7:40 I. <u>Reorganization of the Board</u> (Tabled until February)	
1. *Election of Officers.....	1
2. Director and Associate Director Appointments	
3. Committee Appointments	
8:00 IV. <u>*Additional Business</u>	
2. Treasurer's Report – Hertz (attachment)	1
3. *Personnel Committee – Support Specialist, Request to Hire – Wasco (attachment).....	1
4. E&S Committee – 12/28/23 Meeting Report – J. Snyder/Stern (attachment).....	2
<u>Addition to Board Packet</u>	
10. *Membership Renewal – Thompson (attachment).....	3
8:40 V. <u>Reports & Information</u>	
4. E&S/NPDES Monthly Projects Report – Stern (attachment).....	4

***Action Required**

Item I.1

Reorganization of the BOD (Tabled)

For a variety of reasons (the delayed reappointment of a director whose term has expired and the postponed installation of 3 new directors), we will need to delay voting on new officers until the February Board meeting. Therefore, citing Conservation District Law, Section 7.1(a) *A Director shall hold office until a successor has been appointed and qualified, but no longer than 6 months beyond the end of their expired term*, the current slate of officers, Dan Heller (Chairman), Sonia Wasco (Vice-Chair) and Kent Weaver (Secretary/Treasurer) will be authorized to continue serving until in that capacity.

***Action Requested**

Item IV.2

Year-End Financial Report

As in years past, there will be no Treasurer Reports presented at the January Board of Directors meeting. At the February meeting, a year-end report for 2023 and the Treasurer Reports for January 2024 will be presented.

Item IV.3

Personnel Committee Report Staffing Update

This last month staff have been interviewing applicants to fill our open Administrative Support position. This is a revised position that would assist in administrative support for the E&S Department, Education Department, and Watershed Department along with receptionist support at the front desk which has been lacking since the COVID pandemic. Several candidates were interviewed for this position by Adam Stern, Sallie Gregory, and Matt Kofroth (Eric Hout also provides support in reviewing resumes for the position). Morgan Regan would be our recommended candidate to the Board for this Administrative Support position. Morgan is a graduate of Millersville University and has provided administrative service support for an elevator company, window company, and eyecare company over the last 3 plus years. Morgan heard about the job opening from Watershed Specialist Amanda Goldsmith as part of the district's new referral program which encourages staff to promote and seek quality applicants. If approved she would be starting January 22nd.

The resume for Morgan will be circulated at the Board of Directors meeting for additional details.

***Action Required**

Item IV.4
Lancaster County Conservation District
Erosion & Sedimentation Committee Meeting Minutes
Thursday December 28, 2023
LCCD Upstairs Conference Room #218
and virtually via ZOOM

In attendance: Jay Snyder, Greg Strausser, Chris Thompson, Matt Kofroth, Adam Stern, Eric Hout, Shannon Erdman

Meeting Called to Order

1. Informational Updates

a. Hiring of Administrative Specialist

Adam provided an update on the hiring process for an Administrative Support Specialist. Candidates have been interviewed and the selection committee (Adam Stern, Matt Kofroth, Sallie Gregory, Eric Hout) is planning to offer a final candidate for approval by the Personnel Committee/Board of Directors at the meeting next week (1/3/23).

This position will be assigned to the E&S Department for ~50% of their time and other Departments (Watershed, Education, Administration) for the other ~50%. Budget for the position will match that arrangement with 50% from the E&S Budget and the remainder coming from other Departments.

Chris highlighted that the selected candidate will be physically seated at the current front desk of the District Office next to Holly Shaub.

b. Updates to Technician Coverage Map

Adam presented the Technician Coverage Map that will become effective 1/1/24. Staff will take care of updating the website and coordinating/communicating with the regulated community. The coverage map will be continuously evaluated moving into 2024 taking into consideration any changing development patterns and recognizing the addition of a new technical staff late in 2023.

Adam provided an update that Eric Hout has added a CESSWI (Certified Erosion, Sediment and Stormwater Inspector) certification to his title. In addition, Rachel DiRosato is currently working toward passing the FG (Fundamentals of Geology) exam in hopes of achieving the title of GIT (Geologist in Training).

2. Business Items

a. 2024 Building Industry Award

Committee discussed nominations for the 2024 Building Industry Award. Discussion centered on the intent of the award and wanted to recognize proactive compliance and those who go above and beyond the bare minimum required by regulations.

Greg Strausser made a motion to present the award to the Walnut Street Extension project in East Lampeter Township. Jay Snyder seconded. Motion passed.

The Committee also directed staff to send letters of recognition to 4 other nominees (Atlantic Sunrise Pipeline, ELA Group Inc., Rock Road Construction, & PA DEP RPCO) following presentation of the award in March. Letters will acknowledge the good work completed this year and state that the Committee considered them for the award. Letters will be specific in recognizing particular actions that show a commitment to protecting natural resources. Adam will draft the letters and Jay will sign them as the Committee chair.

3:00 PM Meeting Adjourned

Next Scheduled Meeting

Thursday January 25, 2024 @ 1:30 PM

LCCD Upstairs Conference Room #218 and virtually via Zoom

Item IV.10

LCCD 2024 Membership Renewals

Below is a list of organizations proposed for membership for this year with their corresponding dues. An affirmative vote approves LCCD participation and payment of the fees.

National Association of Conservation Districts (NACD) - \$1,776
Pennsylvania Association of Conservation Districts (PACD) - \$2,765
Lancaster Chamber of Commerce- \$550
PennAg Industries - \$165
Capital RC&D Area Council (RC&D) - \$300
Building Industry Association (BIA) \$725

***Action Required**

E&S Report

2023 Report for December

2023 Report

		Dec 2023	Total
Total Plan Submissions		21	271
Total Plan Acres		276.651	6160.6931
Total Disturbed Acres		53.88	1639.0339
Fees Collected	NPDES Permit Fees Collected	\$10,500	\$103,000
	Chapter 105 Permit Fees Collected	\$0	\$0
	DEP Fees Collected	\$24,400	\$178,900
	E&S Plan Review Fees	\$96,450	\$794,850

<u>Total Complaints</u>		
<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit Acres</u>
12/7/23	MT JOY BORO	1.64
12/11/23	CONESTOGA TWP	0.47
12/11/23	MARTIC TWP	0.80
12/12/23	MILLERSVILLE BORO	14.98
12/20/23	EARL TWP	2.18
12/20/23	CONESTOGA TWP	52.68
12/28/23	BART TWP	1.46

2022 Report for December

2022 Report

		Dec 2022	Total
Total Plan Submissions		28	330
Total Plan Acres		952.5613	6560.7043
Total Disturbed Acres		411.3673	1676.5983
Fees Collected	NPDES Permit Fees Collected	\$9,000	\$104,520
	Chapter 105 Permit Fees Collected	\$0	\$100
	DEP Fees Collected	\$21,300	\$141,900
	E&S Plan Review Fees	\$62,450	\$725,600

<u>Total Complaints</u>		
<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit Acres</u>
12/5/22	EAST HEMPFIELD TWP	0.17
12/15/22	EAST PETERSBURG BORO	1.32
12/23/22	EAST LAMPETER TWP	1.05
12/27/22	PEQUEA TWP	6.18

Erosion and Sedimentation Plan Submission

12/1/2023 to 12/31/2023

<u>Project Name</u>	<u>Municipality</u>	<u>Disturbed Acres</u>	<u>Fees Amount</u>
Vechar Residence	ADAMSTOWN BORO	0.41	\$600
Esh Commercial - Esh Foods	SADSBURY TWP	50.41	\$13,750
Cedar Run Construction	WARWICK TWP	2.61	\$1,900
1037 Prospect Road	WEST HEMPFIELD TWP	0.25	\$600
SAKR-PRIN 1 & 2 Transmission Line Rebuild		132.20	\$34,250
Springville Road - Stream Restoration	EAST EARL TWP	5.91	\$2,750
Donegal Highlands Prescribed Thinning	MOUNT JOY TWP	1.99	\$700
Bareville Woodcraft	UPPER LEACOCK TWP	0.22	\$100
505 Wollups Hill Road	WEST COCALICO TWP	0.45	\$600
Jura USA Hospitality Center	RAPHO TWP	10.25	\$250
Kiddie Academy	MANOR TWP	1.63	\$1,600
Doe Run Elem Athletic Field Renovation	PENN TWP	7.31	\$800
Hoover Truck Repair	EAST COCALICO TWP	7.40	\$3,000
Merlin Sensenig Equipment Shed	ELIZABETH TWP	2.25	\$1,600
Ron Keener Major Amendment	MOUNT JOY TWP	6.15	\$1,300
Cloverleaf Self Storage	MOUNT JOY TWP	2.72	\$1,900
The Meadow Garden Mercantile	EAST HEMPFIELD TWP	0.60	\$800
Melvin S. Stoltzfus	SALISBURY TWP	0.80	\$600
Berks2-Ephr Transmission Line Rebuild	EPHRATA TWP	3.37	\$1,900
Mount Hope Home Nazarene Retirement Home	RAPHO TWP	0.98	\$800
1143 Long Lane	EAST DONEGAL TWP	0.53	\$600
Noel Dorwart Park	EAST HEMPFIELD TWP	2.52	\$1,900
Michael S. Stoltzfus	UPPER LEACOCK TWP	0.90	\$800
501 Alexander Drive Warehouse	EPHRATA TWP	2.19	\$1,600
David Beiler - Proposed Hoop Barn	RAPHO TWP	0.55	\$800
Two Cousins Lateral Extension	EAST COCALICO TWP	0.42	\$800
Pleasant View Communities - Hershey Tract	PENN TWP	23.16	\$500
DS Machine	LEACOCK TWP	7.47	\$3,000
Lampeter Orchard	WEST LAMPETER TWP	14.60	\$10,850
CMH Homes - 93 Pinnacle Road W	MARTIC TWP	0.42	\$600
Amtrak Conestoga Substation	MANOR TWP	3.50	\$2,200
Norfolk Southern Relocation	LITITZ BORO	2.00	\$1,600
Stephen Kauffman SWM	FULTON TWP	0.55	\$600
Gish's Furniture Minor Amendment	EAST LAMPETER TWP	5.12	\$800

**Outstanding NPDES Projects
Received >3 Months Ago**

Date Received	Project	Permit #	Municipality	Status	Last Action
11/8/2022	Core5 @ I-283	PAC360812	RAPHO TWP	Inadequate	12/27/23
12/19/2022	Owl Hill Road Subdivision	PAC360826	WARWICK TWP	Technical R	11/27/23
1/24/2023	General RV Center	PAD360105	MOUNT JOY TWP	Inadequate DEP	11/30/23
1/24/2023	Double Run Carriers	PAC360838	BRECKNOCK TWP	Technical R	12/13/23
1/26/2023	Stone Gables Major Mod	PAC360271 A-4	WEST DONEGAL TWP	Inadequate DEP	12/19/23
1/26/2023	Wabank Road Self Storage	PAC360839	LANCASTER TWP	Complete	9/26/23
2/13/2023	Swartzville Road Subdivision	PAC360846	EAST COCALICO TWP	Inadequate DEP	9/28/23
3/15/2023	Willow Street Park	PAC360857	WEST LAMPETER TWP	Inadequate	12/14/23
4/3/2023	Thaddeus Stevens Comm Learning Ctr	PAC360861	LANCASTER CITY	Completeness R	12/13/23
4/5/2023	Catherine Hershey School	PAC360865	PEQUEA TWP	Technical R	12/15/23
5/2/2023	Drager Tract	PAC360871	WEST HEMPFIELD TWP	Technical R	12/15/23
5/26/2023	283 Commerce Hub Major Mod	PAC360787 A-1	EAST HEMPFIELD TWP	Incomplete	11/22/23
6/15/2023	United Zion Retirement Community	PAC360878	WARWICK TWP	Technical R	11/6/23
6/22/2023	Veritas Academy	PAC360879	UPPER LEACOCK TWP	Technical R	12/8/23
6/22/2023	Musser's Plaza	PAD360111	EAST DRUMORE TWP	Inadequate DEP	8/30/23
7/5/2023	Eli S. Stoltzfus	PAC360881	LEACOCK TWP	Complete	11/1/23
7/5/2023	Tiny Estates	PAD360112	MOUNT JOY TWP	Inadequate DEP	10/26/23
7/6/2023	Amos E. Stoltzfus	PAD360109	MARTIC TWP	Inadequate DEP	9/28/23
7/7/2023	Jura USA Hospitality Center	PAC360882	RAPHO TWP	Inadequate DEP	12/13/23
7/13/2023	Smucker Welding	PAC360885	WEST LAMPETER TWP	Complete	12/5/23
8/17/2023	3800 Hempland Road Major Mod	PAC360512 A-1	WEST HEMPFIELD TWP	Complete	9/22/23
8/2/2023	BB's Warehouse Expansion	PAC360887	PROVIDENCE TWP	Complete	11/22/23
8/3/2023	Frank Weaver Ag	PAC360889	CAERNARVON TWP	Completeness R	11/7/23
8/11/2023	3321 Columbia Ave	PAC360892	EAST HEMPFIELD TWP	Incomplete	11/22/23
8/15/2023	500 Shultz Road	PAC360893	MANOR TWP	Incomplete	11/29/23
8/23/2023	Willow Street Corner	PAC360895	WEST LAMPETER TWP	Complete	12/12/23
8/24/2023	229 Wood Corner Road	PAC360897	CLAY TWP	Inadequate DEP	11/27/23
8/29/2023	WHEM-HUMM Rebuild Major Amendment	PAD360110 A-1	EAST DONEGAL TWP	Inadequate DEP	9/19/23
9/1/2023	Village of Olde Hickory Floodplain Restoration	PAD360113	MANHEIM TWP	Inadequate DEP	12/13/23
9/1/2023	Bob Brubaker Ag Operation	PAC360899	RAPHO TWP	Completeness R	11/27/23
9/1/2023	GSK Marietta	PAC360900	EAST DONEGAL TWP	Completeness R	11/16/23
9/11/2023	Vintage Business Park Lots 16 & 17	PAC360311 A-5	PARADISE TWP	Completeness R	12/16/23
9/19/2023	Benuel King Dairy Op	PAC360902	COLERAIN TWP	Inadequate	11/8/23
9/20/2023	1000 Strickler Road Building Expand Minor	PAC360772 A-1	RAPHO TWP	Inadequate DEP	10/16/23
9/21/2023	Allan J. Fisher	PAC360901	STRASBURG TWP	Incomplete	11/16/23
9/22/2023	Pleasant View Communities - Hershey Tract	PAC360903	PENN TWP	Completeness R	12/15/23
9/25/2023	Leonard Brubacher	PAD360114	CAERNARVON TWP	Inadequate DEP	12/18/23
Total	37				

KEY

Received	project received in office, queue for completeness review	Total Submissions Under Review	125
Incomplete	incompleteness letter sent	Issued NPDES Submissions	13
Completeness R	resubmission received, queue for completeness review	Taylor Chip Factory, John David King Dwelling, Heatherwoods Corrective Action Plan, Ryan and Heather Miller, Gap Power-Newport Road Tract, Bent Creek Country Club Golf Course Improvements, WHEM-MANO Trans Rebuild, Marietta Compressor Station Major Modification, Lake in Wood RV Expansion, SAKR-MLWD Corten Rebuild Project, Rapho Triangle East Lot F7 Major Amendment, Conewago Industrial Park Lots 5 & 8 Renewal, Mount Joy Country Homes Renewal	
Complete	completeness letter sent, queue for technical review		
Inadequate DEP	technical deficiencies forwarded to DEP, waiting for issuance of technical deficiency letter		
Inadequate	technical deficiency letter sent		
Technical R	resubmission received, queue for technical review		
Adequate DEP	E&S Plan deemed adequate, waiting for DEP to proceed		
Highlighted Row	DEP completing PCSM Technical Review		